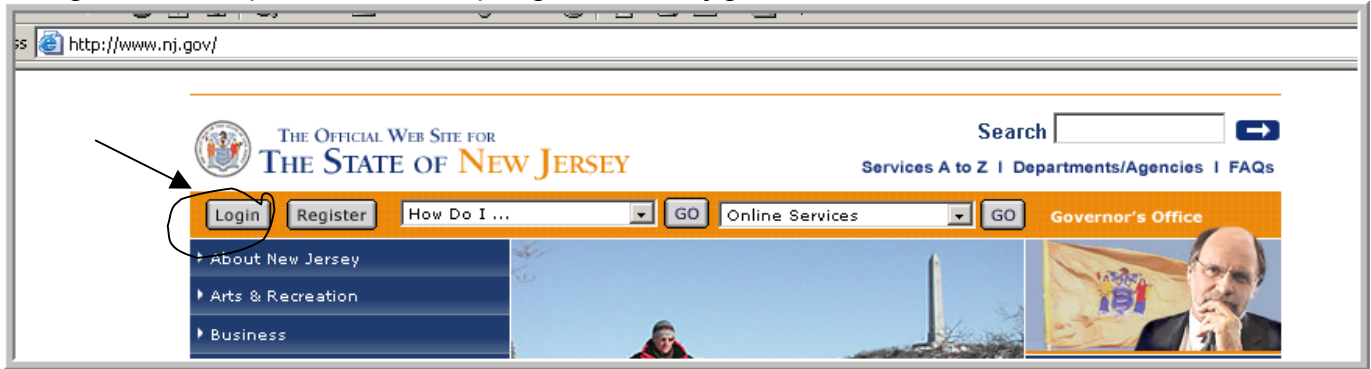


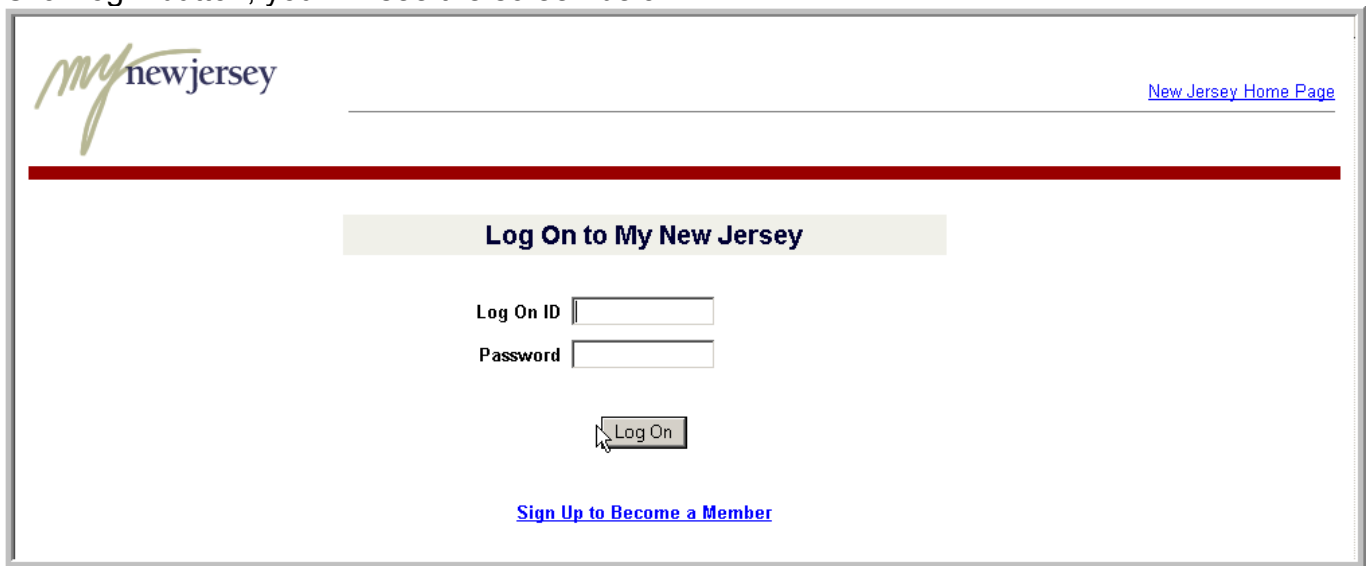
## Instruction for access to on-line applications For Division of Local Public Health through State's Portal

**Step 1:** Log on State Home Page at <http://www.nj.gov/>

Using Internet Explorer or Netscape, go to [www.nj.gov](http://www.nj.gov/). You'll see the screen below:



Click login button, you will see the screen below:



**Step 2:** Member Login.

If you are a member, enter your User ID and Password. Then click Log On button. Go to Step 3.

If you are not a member, you'll now create a user id and password. You will only have to do this step once! Click the link [Sign Up to Become a Member](#) on the screen to register and to be a member. You'll see the following screen:



## Sign Up Now

To use My New Jersey you need to sign up for a User ID and Password.

## Create Your My New Jersey ID

Log On ID

Password

Confirm Password

## In case you forget your password

If you forget your password, we'll ask the challenge phrase you provide to us. If you answer the challenge phrase correctly, we'll send you a new password to the email address you provide now, so make sure it is correct.

Question we'll ask

Your answer

Current Email address

## Your Personal Information

First Name

Last Name

## Review

Take a moment to review your sign up information. **Write down your User ID and Password** on a piece of paper and store it in a safe, secure place. When you are ready submit this form.

You can create your own log on ID. It can be your name (such as jsmith) or something else you will remember (bizymom3). Enter a password that you will remember.

Enter in a question that you will remember the answer to (such as “What is the name of my first dog?”) and fill in the answer.

Complete the rest of the form and click on the “Submit This Form” button.

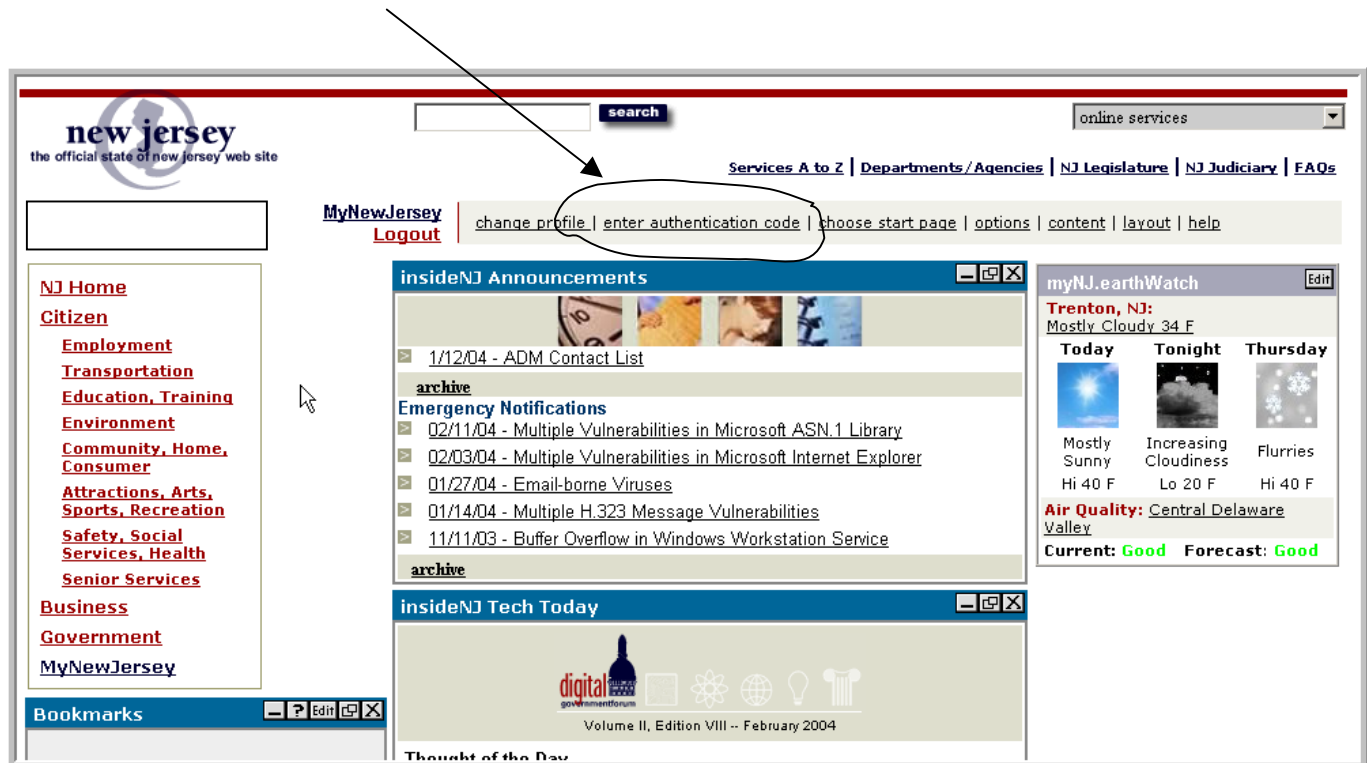
**Do not share your user ID and password with anyone! If you wish to have someone else perform the data entry, please send an email to [helpdesk@doh.state.nj.us](mailto:helpdesk@doh.state.nj.us) and indicate that person’s name, email, LINCS agency, and phone number.**

### Step 3:


You will receive an authorization code via separate email.

Once you have received your authentication code, you will need to log into the Portal ([www.nj.gov](http://www.nj.gov)) using the ID and password you have created.

Once you have logged in, click on the “Enter Authentication code” (see below).



The following screen will display after clicking on [enter authentication code](#).



Enter myNewJersey Authentication Information

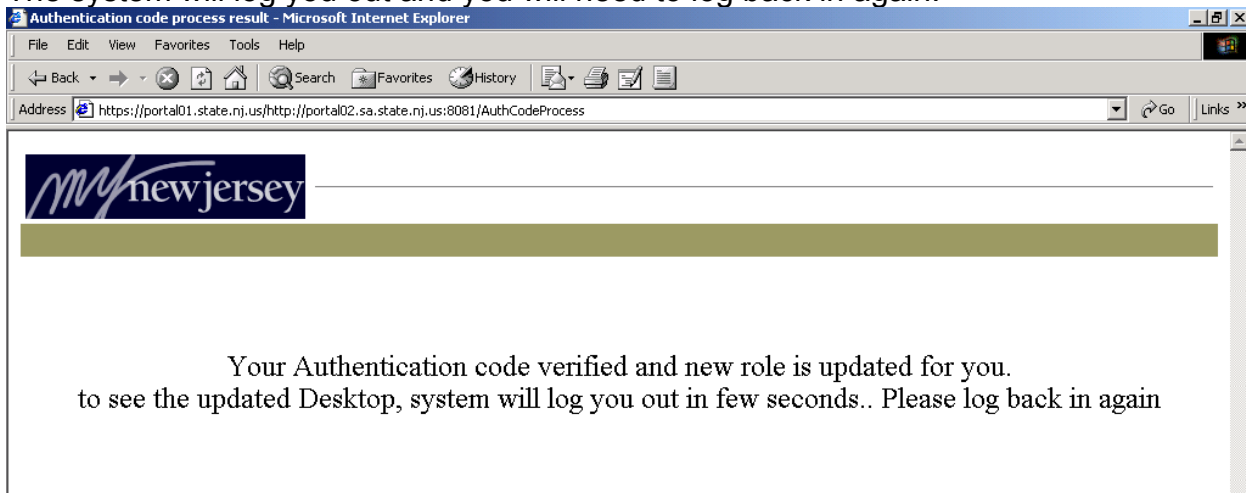
1. Enter your authentication code, if you received one, in the text box below.
2. Click 'Finished'.
3. Your authentication code will be verified and your profile will be updated with the new role.
4. If this process succeeds, the myNewJersey Portal will close your current session and your browser will be returned to the login screen.
5. Please log back in and verify that your myNewJersey desktop includes the content for your new role.

Authentication code (if you have one)

Cancel Finished

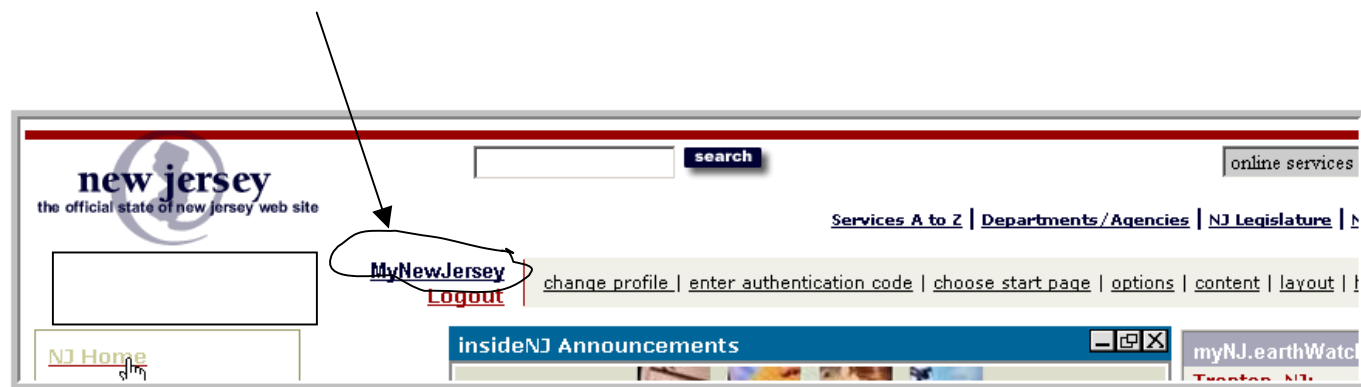
Cut and paste the authentication code from the email into the appropriate box and click on the Finished button.

The system will log you out and you will need to log back in again.



Log into the system again and you will see the "LHER system" or BOH Registration link in the "DHSS Applications" box. Click on this link to complete the online survey.

If you do not see the "DHSS Applications" box after you have logged on, click on the "MyNewJersey" link (the link in the black bar below) (*HINT: Be patient – this page is often very slow to load*)



You should see the “DHSS Applications” box and a link to the LHER Survey or BOH Registration.

**IMPORTANT NOTE:** The system will automatically log you out if you have not entered anything for 30 minutes.

If you need additional assistance with logging into the Portal, please contact the Department's Information Technology Help Desk at 609-984-0224 or via email at [helpdesk@doh.state.nj.us](mailto:helpdesk@doh.state.nj.us)